

General Standards of Conduct

Workplace Conduct

Appspace endeavors to maintain a positive work environment, and each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct. Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including termination, in Appspace's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information (Ex. falsifying an employment application or resume).
2. Stealing, removing or defacing Appspace property or a co-worker's property, and/or disclosure of confidential Company information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises), or while representing the Company, reporting to work or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee's ability to perform the functions of the job.
6. Fighting, threatening or disrupting the work of others or other violations of Appspace's Workplace Violence Policy.
7. Failure to follow lawful instructions of a Manager.
8. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
9. Gambling on Appspace property.
10. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
11. Wasting work materials.
12. Performing excessive work of a personal nature during working time unless otherwise approved by your Manager in advance.

13. Violation of the Solicitation and Distribution Policy.
14. Violation of Appspace's Harassment or Equal Employment Opportunity Policies.
15. Violation of the Communication and Computer Systems Policy.
16. Unsatisfactory job performance or failure to perform assigned job duties.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at will, and as such Appspace reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Appspace will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. Appspace will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Punctuality and Attendance

You were hired to perform an important function at Appspace. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including termination.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Manager by phone/email/messaging as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please contact your Manager directly for each day you are absent.

Appspace reserves the right to consider you having voluntarily resigned your employment with Appspace should you fail to report an absence(s) of consecutive work days.

Use of Communication and Computer Systems

Appspace's communication and computer systems are intended for business purposes. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.

Appspace may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when Appspace deems it appropriate to do so. The reasons for which Appspace may obtain such access include, but are not limited to: maintaining the system;

preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Appspace operations continue appropriately during an employee's absence.

Further, Appspace may review Internet usage to ensure that such use with Appspace property, or communications sent via the Internet with Appspace property, are appropriate. The reasons for which Appspace may review employees' use of the Internet with Appspace property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Appspace operations continue appropriately during an employee's absence.

Appspace may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

Appspace's policies prohibiting harassment, in their entirety, apply to the use of Appspace's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since Appspace's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations.

Further, since Appspace's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including termination.

Use of Social Media

Appspace respects the right of any employee to maintain a blog or web page or to participate in social networking, Twitter or similar sites, including but not limited to Facebook and LinkedIn. However, to protect Appspace interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees are asked to refrain from posting on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Appspace equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions Appspace and also expresses either a political opinion or an opinion regarding Appspace's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not Appspace's position. This is necessary to preserve Appspace's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Appspace policies apply equally to employee social media usage.

Appspace encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

Personal and Company-Provided Portable Communication Devices

Appspace-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through Appspace's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Appspace-provided or personal device, employees must comply with applicable Appspace guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using an Appspace-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who chose to use a personal PCD for business resigns or is terminated, the employee will be required to submit the device to the IT department for resetting on or before his

or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Appspace information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Appspace information. This is the only way currently possible to ensure that all Appspace information is removed from the device at the time of termination. The removal of Appspace information is crucial to ensure compliance with Appspace's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or an Appspace-issued device, Appspace's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Appspace business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees should refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

Smoking

Smoking, including the use of vaping and/or e-cigarettes, is prohibited on Appspace premises and in all Appspace vehicles.

Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee –is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for Appspace. Solicitation of any kind by nonemployees on Appspace premises is prohibited at all times. Solicitation done via Company communication and computer systems is also prohibited, regardless of whether employee is on working time or not.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Appspace is prohibited at all times. Distribution of literature by non-employees on Appspace premises is prohibited at all times.

Confidential Company Information

During the course of work, an employee may become aware of confidential information about Appspace's business, including but not limited to information regarding Appspace finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. An employee also may become aware of similar confidential information belonging to Appspace's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of Appspace may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

Conflict of Interest and Business Ethics

It is Appspace's policy that all employees avoid any conflict between their personal interests and those of Appspace. The purpose of this policy is to ensure that Appspace's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of Appspace.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with Appspace, by any employee who is in a position

to directly or indirectly influence either Appspace's decision to do business, or the terms upon which business would be done with such organization.

2. Holding any interest in an organization that competes with Appspace.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with Appspace or which competes with Appspace.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with Appspace.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and Appspace.

Office Safety and Security

Appspace provides information to employees about workplace safety and health issues through regular internal communication channels such as Manager-employee meetings, bulletin board postings, email, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Manager or Human Resources. Reports and concerns about workplace safety issues may be made anonymously if the employee prefers via the Company's confidential ethics hotline. All reports can be made without fear of reprisal or retaliation.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Manager. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify management or the Human Resources department. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Firearms

Carrying of firearms of any kind in any leased premises, the building in which such premises are situated, any related garage, or any related complex of buildings of which the foregoing are a part, or any sidewalks, drives, or other common areas related to any of the foregoing, is prohibited except in the case of unconcealed firearms carried by licensed security personnel.

Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Manager if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Manager can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of Appspace's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including termination.

Further, Appspace is not responsible for any damage to employees' personal belongings unless the employee's Manager provided advance approval for the employee to bring the personal property to work.

Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Appspace may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no Managerial relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of Appspace. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. Appspace

generally will attempt to identify other available positions, but if no alternate position is available, Appspace retains the right to decide which employee will remain with Appspace.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire. If you have questions, please contact your Manager or Human Resources for specific information regarding acceptable attire for your position.

Publicity/Statements to the Media

All media inquiries regarding the position of Appspace as to any issues must be referred to the CEO, CFO or Director of Marketing. Only the CEO is authorized to make or approve public statements on behalf of Appspace. No employees, unless specifically designated by the CEO, are authorized to make those statements on behalf of Appspace. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of Appspace must first obtain approval from the CEO.

Operation of Vehicles

All employees authorized to drive Appspace-owned or leased vehicles or personal vehicles in conducting Appspace business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

Travel & Entertainment Expense Policy

Scope

This policy applies to all Appspace employees doing work on Appspace's behalf and all travel and entertainment expenses paid by Appspace. This policy does not cover allowances, such as auto, petrol or mobile device, which may be approved for certain employees. All employees are responsible for submitting timely, accurate and complete expense reports in accordance with

Company policies and their local county regulations. Further, all employees must submit required documentation to receive reimbursement for any expenses. Compliance with Company policies is a matter of professionalism and integrity. Violation of this policy is subject to disciplinary action up to and including termination.

Overview

Travel and entertainment expenses incurred on official Appspace business will be paid if the expenses are properly authorized, documented, and within the limits of this policy. Employees are expected to exercise good judgment when incurring Company expenses. Normal commuting between an employee's home and regular place of employment is not official travel.

Exceptions & Pre-Approval

Though budgetary guidelines will exist (see Travel Budget Guidelines below), all travel and entertainment expenses should have prior authorization by the employee's Manager before incurring any costs. Pre-approval should be recorded in the form of an email. The guidelines in this policy should not be exceeded unless prior, written authorization is acquired from your Manager or Department Head.

Travel Agency

As available, all travel and expenses should be booked and/or submitted through Concur (Concur will help automate the expense reporting process). Alternate or local agents should not be used unless prior written approval is obtained. You can access the Appspace corporate login for Concur at: <https://concur.appspace.com>.

Travel Budget & Expense Guidelines

Though all employees play a role in helping Appspace manage travel expenses, control of budgets is the responsibility of Managers and Department Heads. Approval of expense reports is more than a formality; it indicates expenses submitted have been properly reviewed and comply with the elements of this Policy. To help manage travel expenses, the following department guidelines should be followed (Note – as these are guidelines, exceptions may apply based on role, location, business requirements, etc.):

Travel Guidelines

Airfare: Employees should book airfare as far in advance as possible. Any airfare booked less than 7 days in advance must be approved. Employees should fly economy; if approved business class may be allowed on international flights. Any airline-offered upgrade is at the employee's expense. Employees should select the lowest priced flight option within a four-hour window of their targeted departure time. Flights with a reasonable layover should be selected unless a direct flight is less than \$200 USD more than the indirect flight. Employees should use best judgment when purchasing refundable vs. non-refundable tickets. If the trip is certain to occur non-refundable tickets should be purchased. Flight change fees should be incurred only when

unforeseen circumstances arise. Transportation to and/or parking at the airport may be reimbursed. Employees should select remote or off-site discount parking, especially if the trip is longer than 48 hours.

Car Rental

Car rentals should only be used when less expensive means are not practical or available. Airport shuttles, hotel shuttles and taxis should be evaluated prior to reserving a rental. Reasonable expenses for taxis, public transportation for service to and from airports, meetings and hotels are reimbursable, as are reasonable tips for the service provided. Reimbursable auto rental costs include the daily rental fee, mileage fee, fuel and tolls if applicable. Mid-size or smaller should be rented unless there are more than two travelers. Rental agency insurance such as liability or supplemental should be declined and will not be reimbursed. Lastly, unless impractical to do so, travelers should fill the gas tank at a service station to avoid the high cost of agency fuel.

Hotels

Care should be taken to minimize hotel costs. While rates can vary regionally, discretion should be used in hotel selection. As Appspace may have negotiated rates with local hotels near an Appspace office, check with your Manager or Human Resources as needed before booking a hotel.

Meals

Appspace will reimburse actual meal expenses (including tax and tip) when an employee travels outside the office for more than 12 hours. Employees should seek their local country guidelines for guidance on meal per diem rates.

Personal Car

Travelers using their own vehicle will be reimbursed at the applicable country/agency mileage rates for the driving distance by the most direct route. Tolls and reasonable parking charges will also be reimbursed. Repairs to the vehicle will not be reimbursed. Travelers already receiving an auto allowance are not eligible for this reimbursement.

Other Travel and Entertainment

If for other than Company business, a traveler takes an indirect route, reimbursement for transportation costs will be the lesser of the actual charge or the charge that would have been incurred by travelling the direct route. Any personal portion of the cost of a rental car may not be reimbursed. In general personal expenses and expenses of any family members are not reimbursable.

Entertainment expenses are for ordinary and necessary business entertainment, including food, beverages and social or recreational activities. Entertainment expenses are subject to review and approval by the individual's Department Head.

Non-Reimbursable Expenses

Unless otherwise approved in writing, the following items are non-reimbursable; however, simply because an item is not on this list does not mean it automatically qualifies for reimbursement. When in doubt discuss with your Manager, Department Head, or Human Resources.

- Expenses not directly related to, or necessary for, the performance of the travel assignment
- Airline clubs, frequent flyer membership/renewals, etc.
- Costs incurred by unreasonable failure to cancel transportation or hotel reservations
- Excessive baggage fees
- Airline or other travel insurance; personal accident insurance
- Child care/babysitting/kennel charges
- In-flight telephone charges
- Personal entertainment expenses such as work-out facilities, magazines, green fees, etc.

Joint Expenses

If a group of persons traveling together for Appspace incurs joint expenses to be reimbursed from the same Department, then, for convenience, some or all of the expenses may be paid and reported by the most senior employee. In such an event, the names of the attending employee and a breakdown of costs should be detailed on the expense report and accompanying sales receipt(s).

Reimbursement Process & Receipts

No later than 30 days from the travel end date, or incurrence of the expense, employees must submit an expense report containing itemized, dated, and original receipts for all expenses. By signing and/or submitting the expense report, employees certify that the information is accurate. Credit card statements and agency invoices are not adequate receipts for transportation, lodging or car rental agreements. Airplane, hotel bills and auto rental bills are required. Receipts for meals must include itemized charges plus the tip amount. If a receipt is lost the employee should seek a duplicate. Employees cannot approve their own expense reimbursement requests.

All requests for reimbursement are subject to review for compliance to policy before reimbursement is made. By spending funds on Appspace's behalf, employees accept the risk that expenses outside of this policy will not be reimbursed. Unapproved expenses will be deducted from an employee's reimbursement submission. Employees are generally reimbursed for approved expenses in the month following the month the expenses were approved.

References

Appspace will respond to reference requests through the Human Resources department. Appspace will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources department.

If You Must Leave Us

Should you decide to leave Appspace, we ask that you provide your Manager with sufficient advanced notice in accordance with local guidelines. Your thoughtfulness will be appreciated.

All Appspace property including, but not limited to, keys, security cards, parking passes, laptop computers, etc. must be returned at separation. Employees also must return all of Appspace's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay Appspace (through payroll deduction, if lawful) for any lost or damaged Appspace property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

A Few Closing Words

These Standards of Conduct are intended to give you a broad summary of things you should know about Appspace. As questions arise please consult Human Resources or any member of management for further information. While we intend to continue the policies, rules and benefits described, Appspace, in its sole discretion, may always amend, add to, delete from or modify these provisions and/or change its interpretation. Please do not hesitate to speak to management if you have any questions.